



# BOARD POLICY

No. 214

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## **CONFLICT-OF-INTEREST CODE FOR THE MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict-of-Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730 which contains the terms of a standard Conflict-of-Interest Code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which members and employees are designated and disclosure categories are set forth, constitute the Conflict-of-Interest Code of the Mendocino-Lake Community College District (District).

Individuals holding designated positions must file statements of economic Interests with the District, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008). Statements for all designated employees shall be retained by the District.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
APPENDIX A**

Designated Employees

<u>Categories</u>	<u>Disclosure</u>
Board of Trustees	1
Student Trustee	1
Superintendent/President	1
Vice President of Education and Student Services	1
Vice President of Administrative Services	1
Director of Maintenance and Operations	1
Director of Facilities Planning	1
Director of Public Information and Marketing	2 and 3
Director of Institutional Research	2 and 3
Director of Human Resources	2 and 3
Director of Development	2 and 3
Director of Information Technology	2 and 3
Director of Auxiliary Services	2 and 3
Director of Fiscal Services	2 and 3
Director-Child Development Center	2 and 3
Dean of Student Services	2 and 3
Dean of Instruction	2 and 3
Dean of Instruction-Ukiah	2 and 3
Director of Distance Education	2 and 3
Director of Public Safety Programs	2 and 3
Director of Athletics	2 and 3
Director of Admissions and Records	2 and 3
Counselor/Director-Career/Transfer Center	2 and 3
Assistant Dean-Financial Aid/EOPS	2 and 3
Coordinator/Counselor Disabled Student Programs & Services	2 and 3
MESA Program Coordinator	2 and 3
 Consultants	 *

\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Superintendent/President may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements of this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent/President determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

**DISCLOSURE CATEGORIES  
APPENDIX B**

Category 1:

Designated positions assigned to this category must report:

- a. Interests in real property which are located in whole or in part:
  1. within the boundaries of the District;
  2. within two miles of the boundaries of the District; or
  3. within two miles of any land owned or used by the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
- b. Investments and business positions in business entities or income (including gifts, loans, and travel payments) from sources which engage in the acquisition or disposal of real property or are engaged in building construction or design.
- c. Investments and business positions in business entities or income (including gifts, loans and travel payments) from sources which are contractors engaged in the performance of work or services or manufacture or sell supplies, books, machinery, or equipment of the type utilized by the District.

Category 2:

Designated positions assigned to this category must report:

Investments and business positions in business entities or income (including gifts, loans and travel payments) from sources which are contractors engaged in the performance of work or services or are sources which manufacture or sell supplies, books, machinery, or equipment of the type utilized by the employee's department.

Category 3:

Designated positions assigned to this category must report:

Investments and business positions in business entities or income (including gifts, loans and travel payments) from sources of the type which are contractors or sub-contractors engaged in the performance of work or services utilized by the employee's department.

*Adopted: December 19, 1978*  
*Revised: February 18, 1981*  
*December 4, 1991*  
*August 5, 1992*  
*July 6, 1994*  
*October 7, 1998*  
*September 18, 2002*  
*November 26, 2008*  
*February 25, 2011*